



NORFOLK

Neighborhood Design and Resource Center

# APPLICATION FOR SERVICES

## I. OWNER/PROPERTY DESCRIPTION

Home Owner Name(s): \_\_\_\_\_  
Property Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Neighborhood: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Person to contact: \_\_\_\_\_

Annual household income: Below \$15,000 ☐ \$15,001-45,000 ☐ \$45,001-80,000 ☐  
\$80,001-120,000 ☐ Over \$120,000 ☐

Age: Under 35 ☐ 35-65 ☐ Over 65 ☐

How long have you lived in Norfolk? \_\_\_\_\_ How long have you owned this property? \_\_\_\_\_

Do you currently reside in this property? Yes ☐ No ☐

Mailing address, if other than the property to be renovated: \_\_\_\_\_

How did you hear about the Neighborhood Design and Resource Center? \_\_\_\_\_

## II. DEVELOPMENT AND RENOVATION PLANS

Please give a description of the proposed improvements or new construction project that you are considering:

What is your timeframe to begin work? 3-6 mos ☐ 6-12 mos ☐ 12 mos and beyond ☐

Do you have a survey of your property? Yes ☐ No ☐  
Required for all addition, please attach a copy

Do you have photos of your exterior elevation? Please attach copy, required Yes ☐ No ☐

## III. FINANCING PLAN

What is your budget for this project? \_\_\_\_\_  
Do you have the cash available or will you finance? \_\_\_\_\_

If financing, have you been pre-approved by a lender? Yes ☐ No ☐  
Have you received estimates from contractors? \_\_\_\_\_

# APPLICATION FOR SERVICES

If yes, what was the estimate?

**DISCLAIMER**

All services provided to you by the city and its Neighborhood design and Resource center (NDRC), including but not limited to consultations, advice, recommendations, assessments, estimates, calculations, plans, designs, drawings and all other materials and information, are provided for guidance and informational purposes only. These services are provided for free without a contractual or other obligation on behalf of the City or you. Accordingly, these services do not create an obligation or course of action on behalf of you or the City of Norfolk.

Signature (Property Owner)

Date

Signature (Property Owner)

Date

-----  
**ADMINISTRATIVE USE ONLY**

Initial Contact Date:

Initial Interview Date: